

Supplemental Questions and Answers

A & E Services Coleman College

Project 13-29

1. Please clarify certifying agencies for Small Businesses. I presume it is the Small Business Administration guidelines for Small Business (which varies for various businesses).

Answer: Please see Section V.B.9, Section XII, and the Small Business Development Questionnaire as related to Small Business. A business that is independently owned and operated and which is not dominant in its field of operation and which meets size standard set forth in 13 CFR, Part 121. A business is considered eligible if it has a valid and current certification as a Small Business Administration (8a) Firm, Historically Underutilized Businesses, or Minority and Disadvantaged Business Enterprises, issued by:

- U.S. Small Business Administration;
- The State of Texas;
- City Of Houston; or
- Metropolitan Transit Authority of Harris County.

2. In achieving the 30% small business requirement of this RFQ, is it permissible to include a Small Business firm (per SBA guidelines) on the project team that is not a MWBE or Disadvantaged Business firm?

Answer: Yes.

3. Bond Projects:

Tab 1 - Financial Status

Provide evidence of the firm's financial stability including but not limited, any one or more of the following: the firm's audited financial statement for the last two (2) years (Profit and Lost Statements MUST be included); a statement from at least one financial institution with validation of at least six (6) months working capital; recent annual reports or equivalent information and your short and long-term credit rating; a letter from the company's CPA attesting to the company's financial stability.

Do all the underlined items need to be included, or just a minimum of one? Instead of audited financial statements, can we include CPA reviewed financial statements showing profit and loss?

Answer: As published in the RFQ (Section V.B.3) noted below, Proposers are asked to respond "including but not limited, any one or more" of the items noted in the referenced section.

Tab 1 - Firm's Financial Status:

Provide evidence of the firm's financial stability including but not limited, any one or more of the following: the firm's audited financial statement for the last two (2) years (Profit and Lost Statements MUST be included); a statement from at

least one financial institution with validation of at least six (6) months working capital; recent annual reports or equivalent information and your short and long-term credit rating; a letter from the company's CPA attesting to the company's financial stability.

Scoring will be completed in accordance with the published Evaluation Criteria (Section VI).

4. Tab 7 - Small Business Practices
Does the Prime count toward the 30% Small Business goal?

Answer: Yes.

5. PG 3 – Section II Document Submission: Please complete and return the following documents in the SOQ - QUESTION - What is Section V Response to Document Format and Content? There is no such attachment (Section V of this RFQ is Evaluation Criteria

Answer: Disregard. Correct, there is no such attachment and Section V is Evaluation Criteria

6. Page 5: B6. Demonstrated Qualifications of Firm - QUESTION: Is there a limit to projects for which we've provided similar services?

Answer: Provide a reasonable amount of projects that demonstrates the qualification of the firm.

7. Page 5: B6.g-j - QUESTION: Seems out of context; should these be separate sections?

Answer: No.

8. Page 6: B7.c Resumes – "philosophy of team member concerning design of repair or alterations work" - QUESTION: Coleman is new construction, right. So, why mention of repairs?

Answer: Disregard. It is new construction and the response should be in reference to new work.

9. Kindly explain "**Documented Expertise**"

Answer: Resume's, certifications, license, etc.

10. Are the terms "HUB" and Small Business intended to be interchangeable?

Answer: Please see Section V.B.9, Section XII, and the Small Business Development Questionnaire as related to Small Business. A business that is independently owned and operated and which is not dominant in its field of operation and which meets size standard set forth in 13 CFR, Part 121. A business is considered eligible if it has a valid and current certification as a Small Business Administration (8a) Firm, Historically Underutilized Businesses, or Minority and Disadvantaged Business Enterprises, issued by:

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11. Tab 4 – e. Provide documented experience in providing the types of services described herein especially related college project experience or higher education facilities experience and with regard to accomplishment of past projects involving repair and alteration work. List if firm was prime or subcontractor: Will the proposed project involve repair & alteration work?

Answer: Disregard repair and alteration work and respond as new work.

12. Tab 5 – c. Provide documented expertise and educational level of individuals employed by the firm, who will be directly involved in providing the required services as described herein, and their philosophy concerning the design of repair and alteration work: Do you want to know the “philosophy” of each individual on the team concerning the design of repair and alteration work?

Answer: Disregard repair and respond as design new work.

13. Tab 6 – I. Project images; (not to exceed 5 examples): Can these be images from any project previously listed in Tab 6?

Answer: Yes.

14. Attachment No. 8 – Small Business Development Questionnaire: Is this only for the prime firm to fill out or do all of the sub-consultants need to fill this out as well?

Answer: Yes, both.

15. (Located p.7/63)Tab 7: Letter B “For this Project HCC has a small business participation goal of Thirty Percent (30%). Under EXHIBIT C – Small Business Compliance it states “The Contractor hereby agrees to attain small business participation in the amount of 35% of the total Contract Amount.” *Is 30% the HUB participation goal or is the goal 35%?*

Answer: The small business participation goal is 30%, not 35%.

16. (Located p 4/63 & p. 6/63) Tab 5: Letter A Number 5 “Include all projects related to educational healthcare facilities and in particular projects located within the Texas Medical Center Complex.” Tab 4 Letter C “Brief project description describing your experience, work performed by your firm and work subcontracted in the Texas Medical Center Complex.” *What points will be given to projects located in the Texas Medical Center Complex vs. projects not located in the Texas Medical Center?*

Answer: In Tab 4 C. - The statement is hereby changed to read as follows: Brief project description describing your experience, work performed by your firm and work subcontracted in a medical center complex.

Tab 5 #5; - The last sentence of the paragraph is hereby changed as follows: Include all projects related to educational healthcare facilities and in particular projects located within a medical Center Complex.

Scoring will be completed in accordance with the published Evaluation Criteria

17. Small Business Development Questionnaire Envelope: Is Attachment No. 8 the only attachment that goes in this envelope?

Answer: Yes.

18. Tab 5, #5, Health care projects: What points will be given for projects completed in the Texas Medical Center Complex vs. projects not completed there?

Answer: In Tab 4 C. - The statement is hereby changed to read as follows: Brief project description describing your experience, work performed by your firm and work subcontracted in a medical center complex.

Tab 5 #5; - The last sentence of the paragraph is hereby changed as follows: Include all projects related to educational healthcare facilities and in particular projects located within a medical Center Complex.

Scoring will be completed in accordance with the published Evaluation Criteria

19. The AIA document has the same information that you are already requiring on your forms. Can we simply state "refer to the provided qualifications"?

Answer: Include all.

20. Please clarify certifying agencies for Small Businesses. I presume it is the Small Business Administration guidelines for Small Business (which varies for various businesses).

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Answer: Yes.